



**JFHQ, HUMAN RESOURCE OFFICE
MARYLAND NATIONAL GUARD
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288**
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VACANCY ANNOUNCEMENT NUMBER	##06-007
POSITION:	Tools and Parts Attendant, WG-6904-06, PD#: 70211, Seq#: 50217 SALARY: WG-06 \$17.03 to \$19.87 (Steps 1-5) per hour and full range of benefits. Relocation expenses will not be paid.
DUTY LOCATION:	Army Aviation Support Facility Bldg E4081, Edgewood Area Aberdeen Proving Ground, Maryland 21010-5401
OPEN PERIOD:	OPENING DATE: 25 October 2005 CLOSING DATE: 24 November 2005 The resume or application must arrive at the Human Resource Office (address above) no later than 5:00 p.m. on the closing date indicated.
WHO MAY APPLY:	This is a Maryland Army National Guard Excepted Service (Dual-Status) Technician position open to current enlisted members of the Maryland Army National Guard and those eligible for enlistment.
DUTIES:	Identifies user's tools, parts and equipment requirements and requisitions stock as needed. Prepares periodic inventory and determines the basis for over, short, or misplaced items by checking such reference as out-for-repair, issue, and turn-in records. Ensures that tools and equipment are maintained in good condition by performing visual and operating checks. Determines stock replenishment levels for centrally controlled supplies within funding limitations. Receives a wide variety of supplies and specialized items requiring special handling. Searches for identifying or management data on items of supply. Reviews supply transactions or provide customer service for urgent critical shortage items. Establishes procedures, management of calibration, and testing of Test Measurement and Diagnostic Equipment (TMDE). May assist with processing of hazardous materials by inspecting, receiving, sorting, accounting and classifying hazardous materials such as explosives, toxic chemicals, flammables, gas cylinders, radioactive material and hazardous waste. Performs other duties as assigned.
QUALIFICATIONS REQUIRED:	<p><u>General Experience:</u> Experience, education, or training which demonstrates the applicant's knowledge of trade and shop names of items; ability to apply identification skill (matching specific item name, models, and stock or part numbers with similar specific information at stock locations); ability to use simple hand tools (pliers, screwdrivers, etc.) and to follow oral and written instructions.</p> <p><u>Specialized Experience:</u> Must possess 18 months of the following experience: Experience in verifying stock by opening, counting and visually checking the contents of the containers; experience in setting up and shifting storage location in consideration of space available; experience in identifying correct items for intended use, recommending possible substitutes by using references such as manufactures specification, stock catalogs, manuals and bulletins; experience in performing maintenance such as replacing wooden handles on handsaws, changing blades on power saws, and greasing or oiling power and hand tools; experience in performing visual or operating checks, making measurements with such devices as calipers, and receiving reports from users on the nature and extent of damage tools and equipment; and experience in determining errors such as improper items issue and turn-in credit or incomplete records.</p> <p><u>Physical Effort:</u> Works on hard surfaces and in work areas that require standing, stooping, bending and working in tiring and uncomfortable positions. Frequently lifts and carries tools, parts, supplies, and equipment that weighs up to 10 pounds. May occasionally handle items that weigh up to 40 pounds. Hand trucks, dollies, and other workers are available for assistance with heavier items.</p> <p><u>Military Compatibility:</u> Prior to appointment to this position the selectee must be qualified for, or assigned to a compatible military position in one of the following DMOS/DAFSC specialties: Enlisted: CMF 92, 77, 67 or 63 in any Maryland Army National Guard unit in the state.</p>
BASIS FOR RATING:	<p><u>Substitution Of Education for Specialized Experience:</u> Credit for successful completion of schools that are directly related to repair of aircraft engines will be credited on a day-for-day- basis.</p> <p>APPLICANTS WHO ARE SUBSTITUTING EDUCATION FOR SPECIALIZED EXPERIENCE (TOTALLY OR PARTIALLY) MUST INCLUDE EITHER AN OFFICIAL COLLEGE TRANSCRIPT; OR STATEMENT FROM THE REGISTRAR, DEAN, OR OTHER APPROPRIATE OFFICIAL OF THE COLLEGE OR INSTITUTION.</p>

TECHNICIAN VACANCY ANNOUNCEMENT #06-007

KSA's (Knowledge, Skill, & Ability)	<p>Applicants meeting the basic qualifications may be further rated and ranked on their experience related to the knowledge, skills and abilities (KSA's) stated below. These KSA's are essential for successful performance in the position. Each applicant should fully explain on their resume or application or on a separate attachment how they meet each KSA listed below: Address the following factors in detail; giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating of applicants and not used for qualifying applicants. Resume must reflect applicable experience.</p> <ul style="list-style-type: none"> (a) Skill in verifying short, over, and damaged conditions of incoming stock; (b) Skill in setting up and shifting storage locations; (c) Skills in identifying specific items described by users in terms of their intended usage (d) Ability to perform maintenance on hand and power tools; (e) Ability to determine when tools and equipment should be routed for test, repair or calibration; and (f) Skill in determining basis for overage and shortage in inventory and recording findings on stock records.
HOW TO APPLY:	<p>Persons meeting the requirements or qualifications for this position must submit a complete application to the address listed in the header section of this announcement.</p> <p>Complete, assemble, sign and send the following:</p> <ul style="list-style-type: none"> (1) An OF 612, SF 171 or a Resume with the information requested on (HRO RESUME GUIDANCE for applying for Federal positions). MDNG HRO Pamphlet 1-335 (<i>Applying for Maryland National Guard Technician Employment</i>) and OF-510 (<i>Applying for Federal Employment</i>) can be reviewed for further reference. (2) Applicable Documentation requested in the Announcement. (3) A separate resume or application is required for each vacancy announcement. Resumes or applications, which do not provide all the information requested in the vacancy announcement or attachment may cause loss of consideration for this position. If necessary attach additional pages, include your Name, Social Security Number, Rank, MOS/ AFSC and the Vacancy Announcement Number on each page. Resumes or applications will not be returned. Qualifications will be based solely upon information supplied in the application packet. (Described in depth, in the applicant's own words.) Experience will be evaluated based upon relevance to the position for which the application is made. Description of experience should include job titles, starting and ending dates (DD/MM/YY), hours per week, duties, accomplishments, rewards, awards, employers' name and address, supervisor's name, and phone number, and if we may contact him/her. (4) Federal Technicians (current and prior) need to supply highest previous grade and step. (5) You are allowed to email applications or resumes. Faxed Resumes and applications will not be accepted. (6) APPLICATIONS/ RESUMES THAT HAVE BEEN MAILED IN A U.S. GOVERNMENT ENVELOPE WILL NOT BE ACCEPTED. <p>In addition, applicants are requested to submit "Background Survey Questionnaire." The Background Survey Questionnaire will not be used in the selection process. The information will be used for statistical purposes only, and disclosure by the applicant is discretionary.</p> <p><u>CONDITION OF EMPLOYMENT:</u></p> <p>As a condition of employment, all National Guard Military Technicians are appointed in the excepted service under the authority of 32 U.S.C. 709, and are required to serve a one-year trial period. This trial period is used to monitor the employee's job performance, personal conduct, and determine if they possess the qualities necessary for continued government service.</p>
INFORMATION FOR CURRENT OR FORMER MILITARY PERSONNEL:	<p><u>MILITARY SERVICE (IF APPLICABLE):</u> Resumes or applications must include: (a) Branch (including National Guard); (b) Inclusive dates of military service (c) MOS/AFSC's or SSI's held or previously held; (d) Title and dates of military schools; (e) Military grades held, description of military duties performed and (f) current unit of assignment.</p> <p><u>CREDITING EXPERIENCE:</u> National Guard military (part-time) service is considered as full-time experience when evaluated against the qualification requirements for a technician position. The applicant is credited with actual number of months the member has been in the National Guard provided such service is related to the position to be filled.</p>
<p>The Maryland National Guard is an Equal Opportunity employer. Qualified applicants receive consideration without regard to age, race, color, religion, sex, national origin, lawful political or other affiliations, marital status, membership or non-membership in an employee organization, or any handicap which does not interfere with accomplishment of position requirements.</p> <p>Provisions of Tech Pers Reg 335-2 (Merit Placement Plan) dated 1 Dec 96 apply.</p>	